

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

PURCHASING DEPARTMENT

(860) 291-7270

FAX (860) 282-4857

WWW.EASTHARTFORDCT.GOV

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #15-20

RE: Curbside Recycling Services

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, May 12, 2015 at 11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>.

A five percent (5%) bid bond will be required of all bidders and a one hundred percent (100%) performance and payment bond will be required of the awarded bidder.

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut.

Michelle A. Enman
Purchasing Agent
(860) 291-7271

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time on the title sheet. Bids received later than the date and time specified will not be considered and will be returned unopened.
2. Bids are to be returned to the Town in an envelope that clearly states the bid number. The name and address of the bidder should appear in the upper left hand corner of the envelope. Bids will not be accepted via fax or e-mail.
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or be represented at all openings. Bid results are mailed to all responding bidders
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with the items and/or conditions set forth in the bid specifications. Failure by the bidder to inform himself will not be accepted as an excuse from fulfillment of the bid specifications.
7. All vendors doing business with the Town certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures-section VIII dated 1/88. Vendor agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award if not part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The purchasing department has the obligation to accept the lowest responsible bid, which is in the Town's best interest. Factors include, but are not limited to, price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.

12. Any manufacturers' names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answer appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payments of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) day after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidders own an interest in is delinquent in tax obligations to the Town. The purchasing department will verify that no delinquent taxes are owed before any bid is awarded.
21. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,
(Name and title of Officer or Officers)
is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and
to bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of

(legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of
_____and
(State)
qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on_____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one
them:_____

_____,
(Name and title of Members)
is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this
_____day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership) (required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

_____,
(Name and title of Partners)
is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

INSTRUCTIONS FOR CONSTRUCTION AND /OR LABOR SERVICE BIDS

1. A Certificate of Insurance naming the Town as an additional insured will be required of the **awarded bidder**. The insurance indemnification clause is contained with the bid specifications. PAGES 7& 8.

LINE CHECKED RELATESTO THIS PROJECT:

_____This is a **prevailing wage bid** and the wage rates are included within the Bid Specifications.

___**___This **is not** a prevailing wage bid.

2. In accordance with state law, each contract for the construction, remodeling or repair of any public building or public works or improvements shall contain the following provision when the cost of construction, remodeling or repair exceed the limits as provided in Connecticut General Statutes 31-53; “the wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in Subsection (h) of Section 31-53 for the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the Town of East Hartford. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such contribution for his classification on each pay day.”

LINE CHECKED RELATED TO THIS PROJECT:

___**___This **is a required bonded project**

_____ **No bonds** or any other form of guarantee will be required for this bid project.

3. **(IF REQUIRED):** A Bid Bond must be submitted with the bid and may be in the form of certified check or cashier’s check **payable to “The Town of East Hartford” or a bond of a surety company authorized to transact business in the State of Connecticut**. No checks will be returned until the bid is awarded. If you are the awarded bidder, your check will be held until it is replaced with another Guarantee of Performance. **Bid Bond shall be 5% (five percent) of total bid price.**

A Guarantee of Performance will be required of the awarded bidder and may be in the form of a certified check or cashier’s check payable to “The Town of East Hartford” or a bond of a surety company authorized to transact business in The State of Connecticut. Checks will be retained by the Town for period of time after final acceptance and payment as determined by the complexity of the project.
Performance Bond shall be 100% (one hundred percent) of awarded bid price.

4. Before starting any work awarded bidders are responsible for obtaining permits as required by Federal, State, MDC, Utilities and/or Town regulations. Any applicable fees shall be included in the total bid price. Town of East Hartford permits will be issued at no charge.
5. The bidder shall abide by all OSHA, Federal, State and local laws, ordinances and regulation, which in any manner affect those engaged or employed on the work, the materials or equipment used in the work, or the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance. If bidder shall discover any provisions in the drawings, specifications or contract, which are in conflict with any such law, by-law or ordinance or regulation, he shall report it to the Town in writing with the bid proposal.
6. Throughout the work period, the contractor shall maintain the work site in a generally accepted standard of cleanliness, free from accumulation of waste materials or rubbish caused by his operations and shall take prompt action to correct any hazardous conditions reported.
7. It is the responsibility of each bidder before submitting a bid, to familiarize themselves with the specifications and conditions that may affect cost, progress, performance or completion of the project.
8. All materials and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with generally accepted industry standards.
9. Unless otherwise specified, the contractor shall furnish and assume full responsibility for all materials, equipment, labor, transportation, construction equipment and machinery, tools, fuel. Appliances. Power. light, heat, telephone, water, sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the work.
10. The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.
11. The Contractor shall not award any work to any subcontractor without prior written approval of the Town, which approval will not be given until the Contractor submits to the Town a written statement concerning the proposed award to the subcontractor, which statement will contain such information as the Town may require.
12. The Contractor shall be as fully responsible of the Town for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of person directly employed by him.
13. The contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other contract documents in so far as applicable to the work of subcontractors and to give the Contractor the same power as regards to terminating

any subcontract that the Town may exercise over the Contractor under any provision of the Contract documents.

14. Nothing contained in this bid shall create any contractual relation between any subcontractor and the Town.
15. The Contractor shall not assign the whole or any part of this contract or any moneys due or to become without written consent of the Town. In case the Contractor assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and or any moneys due or to become due to the contractor shall be subject to prior claims of all person, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

**A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE
AWARDED BIDDER**

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford is to be named as an “additional insured” and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

Contractor agrees to indemnify and hold the Town of East Hartford harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

- A. Any act, error, omission, negligence or fault of contractors or any person occurring during the performance of this contractors or any of its agents, servants, employees and sub-contractors.
- B. Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the contractor agrees to indemnify and hold harmless the Town of East Hartford against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim contractor upon notice from the Town of East Hartford agrees to resist and defend such action proceeding, unless contractor causes the same to be discharged and satisfied.

INSURANCE REQUIREMENTS

A. GENERAL REQUIREMENTS

The **CONTRACTOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONTRACTOR’S** obligations under this contract with an insurance company (ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the town of East Hartford.

The insurer shall provide the Town of East Hartford with **Certificates of Insurance signed by an authorized representative of the insurance CONTRACTOR(s)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the **CONTRACTOR’S** responsibility under this contract.

The **CONTRACTOR** at the **CONTRACTOR'S** own cost and expense shall procure and maintain all insurance required and shall name the Town of East Hartford as Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverages.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **CONTRACTOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **CONTRACTOR** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will not be less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **CONTRACTOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviation from the standard unendorsed form will be noted on the Certificate of Insurance.

C. OTHER:

The **CONTRACTOR** shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only**.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **CONTRACTOR** shall require the same insurance that is required to carry by the Town of East Hartford to be carried by any subcontractors and independent contractors hired by the **CONTRACTOR** and to obtain

Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The **CONTRACTOR** shall require that the Town of East Hartford is named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **CONTRACTOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

AUTOMATED CURBSIDE RECYCLING PROGRAM
TECHNICAL SPECIFICATIONS

I. GENERAL INFORMATION AND BACKGROUND

The Town of East Hartford is soliciting proposals from qualified individuals or firms to provide Curbside Single Stream Recycling Program services in the Town of East Hartford.

II. SCOPE OF SERVICES

1. The selected Contractor shall perform all necessary curbside collection services for the Town of East Hartford's Single Stream Recycling Program as mandated by the State of Connecticut and any local ordinances.
2. The selected Contractor will provide recycling vehicles and curbside collection services for all of the approximately 16,750 buildings and residential units receiving curbside refuse collection by the Town of East Hartford. The table below shows the number of households collected each day the month according to the current A/B week collection schedule (attached).

	Mon	Tue	Wed	Thur	Fri	Total
A Week	2,053	1,766	2,188	1,495	1,665	9,167
B Week	1,084	1,655	1,849	1,527	1,462	7,577
A Week	2,053	1,766	2,188	1,495	1,665	9,167
B Week	1,084	1,655	1,849	1,527	1,462	7,577
APPROXIMATE MONTHLY TOTAL						33,500

The total tonnage collected curbside for the previous year was 3,626.25 tons.

3. Recyclable materials to be collected in this project include glass and metal food and beverage containers, juice containers, paper beverage containers, aseptic or milk – type containers, corrugated cardboard, newspapers, magazines, catalogs, #1 through #7 plastics and any other materials determined to be recyclable by the State of Connecticut and/or the Town of East Hartford as amended from time to time for single stream recycling. Drop off facilities are provided for residents by the Town of East Hartford for waste oil, batteries, leaves, scrap metal and electronics and are not included in this collection program.
4. The collection schedule for each household has a frequency of once every other week, coinciding with the rubbish collection schedule as established by the Town of East Hartford. Recycling collection shall begin no earlier than 7:00 AM. All collections for each scheduled day shall be completed by 5:00 PM. A copy of the current collection schedule is attached.

During weeks in which the following holidays are observed by the Town, recycling collection shall be delayed by one day beginning on the holiday:

New Year's Day
Martin Luther King Jr.
Lincoln's Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

If the Town observes a Saturday holiday on the preceding Friday, collection that would normally occur on Friday will occur on Saturday. If the Town observes a Sunday holiday on the following Monday, collection will occur Tuesday through Saturday for the remainder of that week.

5. The selected Contractor shall be responsible for transporting collected recyclable materials to the Recycling Processing Plant designated by the Town, on a daily basis. Any changes in routes or schedules must be approved in advance by the Town.
6. The collection vehicles shall be of adequate size to complete the collection within the time frame allowed. Vehicles shall be kept in a clean and sanitary condition and shall carry a broom, dustpan and brush to be used for immediate cleanup of spills and/or broken glass.
7. The selected Contractor shall provide monthly reports no later than the end of the first week of the following month detailing the following information:
 - a. Tonnage collected for the preceding month.
 - b. The number of households collected.
 - c. The number and location of households missing two consecutive collection days.
8. During the course of the contract period, it can be expected that new dwelling units will be constructed and existing units demolished. It should be understood that upon occupancy the selected Contractor shall be required to collect the recyclables generated from each new unit. For the purpose of this contract, the net increase in dwelling units shall be the actual number of new dwellings which have been issued a Certificate of Occupancy by the Town of East Hartford. Adjustments shall be made monthly based upon these numbers which will be furnished by the Town.

A credit to the Town will be adjusted for vacant or demolished units. Adjustments shall be made monthly based on

III. TERM OF CONTRACT AND TIMETABLE

1. Timetable and Implementation
 - a. Collection shall commence on July 12, 2015.
 - b. The selected Contractor will procure and prepare equipment for operation to ensure compatibility with existing automated waste barrels before the commencement date.
 - c. Training of collection crews and break-in of equipment shall be completed prior to commencement.
 - d. Collection shall be bi-weekly of all household units and designated Town facilities with one-half of the Town collected one week and the other half collected the following (or second) week on regular established trash collection days (see attached schedule).
2. Contract Term
 - a. The initial contract term shall be a five (5) year term beginning on July 12, 2015 through June 30, 2020.
 - b. The contract may be renewed for an additional period of time by mutual consent.

IV. PROJECT MANAGEMENT

The project will be managed by the Director of Public Works through his designee.

The selected Contractor shall assign one qualified individual who will be the firm's contact person. This individual shall be able to communicate with the Town and the Contractor's office by either telephone or two-way radio.

V. INQUIRIES

All questions pertaining to this Request for Proposal shall be faxed to Michelle Enman, Purchasing Agent, at fax number (860) 282-4857 or emailed to menman@easthartfordct.gov

VI. CONTENT OF PROPOSAL

1. Proposals must contain a letter of transmittal which contains a statement of the respondent's acceptance of all the terms and conditions contained in this Bid. It shall also include a listing of clients for whom similar work has been performed, the nature of each project, and be sufficiently detailed, including telephone numbers and contact persons, to allow the Town to contact the stated references.

2. Project Understanding: A detailed narrative to demonstrate an understanding of the project.
3. Experience: A detailed summary of the respondent's experience with similar projects.
4. Cost Proposal: The price provided shall be cost per month based upon the attached collection schedule. This price shall include all costs of the program, including labor, equipment and material costs, service charges and fees, and any other anticipated costs.

Since the Town has few new residential housing units each year, no adjustment will be made to the bid price due to issuance of new Certificates of Occupancy. If, however, additional residential complexes, such as condominiums or mobile home parks, become qualified to participate in the program during the contract period, a proportional adjustment will be made to the bid price based on the actual number of housing units added to the program. The calculation will be based on 16,750 units. For example, if 500 mobile homes and condominium units are added the bid price would be increased by $(500/16,550)$ times the original bid price = 0.0299 (rounded to the fourth decimal place) times the original bid price.

To account for any change in disposal venue, bidders should provide one price for disposal at a facility within 10 miles of the Town of East Hartford and second price for disposal at a facility between 10 and 25 miles from East Hartford. These prices shall be entered on the bid sheet on page 17-18.

5. A complete list of all principals of the firm.
6. Completed Equal Employment Opportunity Statement.
7. Provide a statement that the Contractor has no conflicting financial interests and is qualified to perform the requested services.
8. Method and format for reporting recycled quantities
9. Description of Customer Service plan to address missed pickups and complaints.
10. Affirmative statement of agreement to adhere to the conditions of this solicitation (see sec. VII- General Conditions).

VI. SELECTION CRITERIA

The Town may use, without limitation, the following selection criteria:

1. The respondent's technical understanding of the Town's needs as evidenced by the quality of the proposal submitted.
2. The most responsible respondent(s) whose bid(s) is/are determined to be in the best interest of the Town.

The Town reserves the right to reject any or all bids or parts thereof if determined to be in the best interest of the Town.

VII. TERMS AND CONDITIONS

General Conditions

The Contractor must be willing to adhere to the following conditions in agreement with the Town and must make a positive statement to that effect in the proposal.

1. Have sufficient personnel and equipment to perform the required service during the term of the contract.
2. Agree that any sub-contractors to be hired under this contract must be approved, in writing and in advance, by the Town of East Hartford.
3. Agree to accept and follow management direction for the Town of East Hartford and specifically, the Director of Public Works or his designee.
4. Agree to conform to all applicable laws, ordinances and state statutes of the Federal Government, State of Connecticut, and Town of East Hartford.
5. Agree that the Town reserves the right to terminate the contract, for cause, at any time with the assurance that the Contractor shall be entitled to reimbursement for any services rendered prior to the date of termination.
6. Agree not to subject any report or other documents produced under the contract to copyright by or on behalf of the Contractor or anyone else.
7. Agree that when picking up recyclables, the vehicle will proceed down the right side of the street picking up recyclables on one side of the street at a time.
8. Agree that once Recycling barrels are emptied, they will be placed in same general location as prior to being emptied.
9. Agree that the Contractor will reimburse the Town for all bins damaged as a result of abuse or mechanical causes directly related to their collection vehicles or employees.
10. Agree that missed pickups will be collected no later than the next work day.

BID SHEET

This proposal is made with the understanding that it will be accepted or rejected within sixty days; this may be extended by mutual consent. The undersigned declares that all information and specifications have been examined and understood and makes the following offer:

This bid sheet must be accompanied with the required 5% bid bond, Corporate Resolution per pages 4-6 and Content of Proposal on pages 15-16.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY PRICE EACH</u>	<u>TOTAL</u>
1	Cost per Month (collected every week per attached schedule) based on approximately 16,750 units delivered to disposal facility within 10 miles of the borders of East Hartford	_____	\$ _____
2	Cost per Month (collected every week per attached schedule) based on approximately 16,750 units delivered to disposal facility between 10 and 25 miles of the borders of East Hartford	_____	\$ _____
		TOTAL COST	_____

Please Acknowledge any Addenda here _____

PRINT OR TYPE ONLY

BIDS SUBMITTED BY A CORPORATION OR LLC SHALL HAVE A SEALED CORPORATE RESOLUTION ATTACHED TO THE BID SHEET **IDENTIFYING THE OFFICER WHOSE SIGNATURE APPEARS ON THE BID** BY NAME AND TITLE AND AUTHORIZING SAID PERSON TO SUBMIT THE BID AND SIGN A CONTRACT, IF AWARDED, ON BEHALF OF SAID CORPORATION.
THE ACCEPTABLE FORMAT IS INCLUDED IN THIS PACKET

TAX COLLECTOR VERIFICATION _____
NO DELINQUENT TAXES OWED BY THE **AWARDED**
BIDDER TO THE TOWN OF EAST HARTFORD

BIDDER _____

BY _____ TITLE _____

WRITTEN SIGNATURE _____

ADDRESS _____

ZIP CODE _____

TELEPHONE _____

FAX _____

EMAIL _____